



STATE OF TENNESSEE
DEPARTMENT OF CHILDREN'S SERVICES (DCS)
8th Floor, Cordell Hull Building
436 Sixth Avenue North
Nashville, TN 37243-1290

October 01, 2007

To: Private Providers

From: Department of Children's Services

Re: Policy Clarification – DCS Provider Policy Manual - 2008

The following are modifications to the Provider Policy Manual (PPM) effective October 01, 2007. These changes will replace the sections identified in the Policy Manual, August 2007:

Page 6

Chapter I. Core Standards, Section G. Program Planning and Evaluation, I. 3. Placement Exception, page 6:

Delete the following:

3. A total of FIVE (5) or more children including the resource family's natural or adopted children (A PER is required for each custodial D/N or unruly child/youth in the home.);

Replace with the following:

3. A total of SIX (6) or more children including the resource family's natural or adopted children (A PER is required for each custodial D/N or unruly child/youth in the home.);
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Page 17

Chapter 1 – Core Standards, Section II. Personnel Requirements, C.3. Personnel Files, page 17.

Delete the following:

- C. 3 Prior to the initiation of employment, the approval of volunteers, or the approval of resource parents, agencies must obtain, verify, and maintain in each employee **and** resource parent file the items listed below. All background (except fingerprints) and registry checks must be run for all known aliases which are not obvious variations of the person's name. Citations following some particular items are located in this chapter and have specific details relevant to the associated item.

Replace with the following:

- C. 3 Prior to the initiation of employment **and/or contact with children**, the approval of volunteers, or the approval of resource parents, agencies must obtain, verify, and maintain in each employee **and** resource parent file the items listed below. All background (except fingerprints) and registry checks must be run for all known aliases which are not obvious variations of the person's name. Citations following some particular items are located in this chapter and have specific details relevant to the associated item.
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Page 46

Chapter I. Core Standards, Section N. Educational Standards For DCS Providers, 8. a. In-house School Enrollment, page 46

Delete the following:

- 8.a. All in-house schools will be approved by the Tennessee State Department of Education (DOE) as Category I, II, or III.

Replace with the following:

- 8.a. All in-house schools will be approved by the Tennessee State Department of Education (DOE) as Category I, II, III, or VII.

Page 72

Chapter I. Core Standards, Section VI. Resource Home Eligibility Team (RHET) Protocol, D. Resource Homes Web Application, 1.d, Internal Audit, page 72:

Delete the following in its entirety:

d. Internal Audit

1. The assistant director for Child Placement and Private Providers (CPPP), who is responsible for oversight of RHET, will also be responsible for periodic internal auditing of the process.
2. On a monthly basis, a random sample containing a statistically appropriate percentage of all new entries into the RHET database for that month will be reviewed.
3. The review will consist of verification of RHET entry of all provider resource home eligibility documentation from that month's sample in the database.
4. If inconsistencies are found by the assistant director, these will be brought to the attention of the original RHET reviewer within 24 hours. The RHET reviewer will then be responsible for the reconciliation of those inconsistencies within ten (10) business days.
5. By the 15th of each month the review for the prior month will be completed and a report submitted to the CPPP director as well as the executive director of permanency.

Replace as Section d. the following:

d. Entering data into TN Kids for Other Adults in non parenting role:

TN Kids requires a waiver date to be entered into TNKIDS for those household members not completing PATH training.

Once a provider completes the appropriate background checks on the household members that will not assume a parental role, the provider will document and sign a statement that confirms the non parenting role and file the statement in the resource home case file. Providers are responsible for entering the date of this form into TN Kids.

Page 125

Chapter 5, Foster/Resource Care, K. Expedited Placements, page 125.

Add to this section the following:

1. Providers shall **NOT** place any child in an unapproved resource home regardless of who has ownership of the home (DCS or private provider), or whether the home is that of a relative. DCS will not reimburse providers for placements in an unapproved home regardless of who made the request for the placement.

Page 149

Chapter 7. Continuums Of Care, Section I. Continuum of Care Core Requirements, H. Face-to-Face Services/Contact, 5.a. Minimum Requirements for intensive in-home services are as follows:, page 149:

Delete the following:

- 5.a. two face-to-face sessions per week, or as specifically outlined and determined, and documented as a result of a child and family team meeting;

Replace with the following:

- 5.a. **three** face-to-face sessions per week for the first month of the child's trial home visit and two face-to-face session per week thereafter, or as specifically outlined and determined, and documented as a result of a child and family team meeting.

Page 174

Chapter 8. Residential Programs, Section C. Personnel, Item # 3, page 174.

Delete the following and renumber subsequent sections:

- C.3. The case loads for personnel providing direct counseling and case coordination services do not exceed fifteen (15) residents, and may be adjusted according to current case responsibilities.

DCS Policy Effective October 01, 2007 and incorporated herein by reference.